



THE CITY OF SAN DIEGO

City of San Diego
Development Services
Inspection Services Division
9601 Ridgehaven Court, Suite 220
San Diego, CA 92123
(858) 492-5070 • FAX (858) 492-5098
Website: www.sandiego.gov/development-services

Special Inspector Certification

The building regulations of the City of San Diego require continuous special inspection and periodic special inspection for types of work specified under Chapter 17 of the California Building Code as adopted by the City of San Diego, be performed by individuals certified by the Building Official. The Development Services Department, Inspection Services Division issues certifications in six special inspection classifications: Structural Masonry, Structural Steel and Welding, Spray-Applied Fireproofing, Reinforced Concrete, Prestressed Concrete and Pile Driving. All special inspections are required to be performed in accordance with the provisions of the California Building Code and Standards as adopted by the City of San Diego.

I. The following form and documents shall be submitted by ALL applicants for new and additional certifications as a Special Inspector, to Inspection Services Division:

- 1. APPLICATION:** A typed or printed copy of the Application form and the Experience Resume form (attached). Also, provide evidence of technical competence. (Refer to the Qualifications Section). A separate application and fee are required for each category of certification.
- 2. ICBO CERTIFICATION CARD:** A photocopy of current ICBO certification card with a valid expiration date for each category of special inspection classification. (Not applicable to Pile Driving). Applicants for certification in all categories except pile driving must pass a certification examination administered by the International Conference of Building Officials (ICBO) for the edition of the California Building Code currently adopted by the City of San Diego.

International Conference of Building Officials (ICBO)
5360 South Workman Mill Road
Whittier, CA 90601 (562) 699-0541
Website: www.icbo.org
- 3. ACI CERTIFICATION CARD:** A photocopy of ACI (American Concrete Institute), Concrete Field Testing Technician-Grade I certification, with a valid expiration date, if you desire to become certified or re-certified in Reinforced Concrete or Prestressed Concrete category.

San Diego International Chapter Inc.
American Concrete Institute (ACI)
c/o Ms. Barbara Gabrielson
(619) 579-1940
- 4. PRE-STRESSED CONCRETE CERTIFICATION:** For obtaining certification for prestressed concrete, the applicant must be currently certified by this department for Reinforced Concrete **AND** certified by ACI as a Concrete Field Testing Technician-Grade I.
- 5. PILE DRIVING CERTIFICATION:** Applicants for Pile Driving certification must pass an examination administered by the City of San Diego. An examination fee is charged for this examination. This fee is collected at the time the examination is taken. Please refer to the fee schedule for fee summary.
- 6. DRIVERS LICENSE:** A photocopy of DMV Drivers License.
- 7. EDUCATION/EXPERIENCE:** Provide verification of education and experience as set forth in Section II of this application.

SPECIAL INSPECTOR CERTIFICATION *(continued)*

8. **APPLICATION FEE:** A non-refundable application fee by check or money order must be submitted. **Cash or credit cards WILL NOT be accepted.** Please refer to the fee schedule for fee summary.
9. **ORAL INTERVIEW:** After all documents and fees are received and approved, a letter of notification will be mailed to schedule for an oral interview. Applicant must bring the following to the interview:
9. 1) **CERTIFICATION FEE:** A check or money order must be submitted. **Cash or credit cards WILL NOT be accepted.** Please refer to the fee schedule for fee summary.
9. 2) **PHOTOS:** Two (2) photos (1" x 1"), black & white or color, taken within the last six (6) months. Polaroids or snapshots **WILL NOT** be accepted.

SPECIAL INSPECTION CERTIFICATION CARD: A certification card will be issued after verification that the applicant meets the minimum qualifications, and he/she agrees to perform special inspections in accordance with the regulations of the Development Services Department, and receipt of all fees. Certification cards are not transferrable, and they must be carried by the Special Inspector when engaged in special inspection assignments.

II. EDUCATION AND EXPERIENCE

In addition to demonstrating technical competence each applicant is required to have accumulative total of eight (8) points of education and experience to qualify for certification in the category applied for. Points may be accumulated as follows:

Education

A minimum of 3 points is required.
A maximum of 5 points is allowed.

Experience

A minimum of 3 points is required.
A maximum of 5 points is allowed.

(See Section I, Item 5 for requirements for Pile Driving certification.

Points are assigned on the following basis:

Education: Provide verification of education for:

1. Graduation from High School or a High School Equivalency Certificate. - (3) Points
2. Graduation from an accredited college or university with a Degree in Geology, Engineering or Architecture (130 Semester units minimum). - (2) Points
3. Graduation from an accredited college or university with a Degree in Geology, Engineering Geology or Earth Sciences (130 Semester units minimum). - (2) Points (For Pile Driving certification applicants only).
4. Completion of a formal apprenticeship program in the category of work for which certification is requested (3 years minimum). - (2) Points
5. Graduation from an accredited Community or Junior College with an Associate Degree in Building Inspection, Building Technology, or Engineering Technology (60 Semester units minimum). - (1.5) Points

Experience: Provide verification of experience that the applicant:

1. is a licensed Civil Engineer or Architect in the State of California. - (3) Points
2. is a licensed Engineering Geologist in the State of California. - (3) Points (For Pile Driving certification applicants only).
3. has been employed as an on-site supervisor of construction work in the category for which certification is requested within the last ten years. - (1.5) Points/Year
4. has been employed as an apprentice and/or journeyman doing the category of work for which certification is requested within the last ten years. - (1.25) Points/Year, (.75) Points/Year for apprenticeship
5. has been employed as a Laboratory Engineering /Field Technician by a recognized materials testing laboratory with a major portion of his/her work related to the category of work for which certification is requested within the last 10 years. - (1.25) Points/Year
6. has been a Building Inspector with a recognized enforcing agency with a substantial portion of his/her inspection work performed in the category of work for which certification is requested within the last 10 years. - (1.25) Points/Year

SPECIAL INSPECTOR CERTIFICATION *(continued)*

7. has been certified and has worked as a special inspector in other recognized jurisdictions in the category for which certification is requested within the last 10 years. - (2) Points/Year
8. has been certified by the City of San Diego and worked as a special inspector in an inspection discipline other than that for which certification is requested within the last 10 years. - (2) Points/Year
9. **PILE DRIVING.** All applicants for certification to perform pile driving special inspector must submit a letter of recommendation from an engineer who is licensed to perform foundation investigations in the State of California and whose principal work is performing foundation investigations. The letter of recommendation shall also confirm that the applicant is qualified by knowledge and experience to perform special inspection for installation of driven piles. This letter of certification shall include the name(s), registration and certification number(s) of the engineer(s) and certified pile driving inspector(s) who have supervised the applicant's work. - (3) Points

III. RENEWAL OF CERTIFICATION: This certification is valid for three years. Note the expiration date as appears on the certification card. The special inspector is responsible for renewal of the City of San Diego certification card as a special inspector as well as ICBO, ACI and AWS cards promptly. Failure to renew certification cards is a cause for suspension or revocation of the certification.

Note: Subject to the limitations stated above, the experience categories may be combined to obtain the required total points needed to be considered for certification. Points cannot be accumulated in more than one category of experience for any given period of time.

IV. For more information regarding the certification examinations contact:

City of San Diego
Inspection Services Division
Development Services Department
Tel.: (858) 492-5070 Fax: (858) 492-5098
web site: www.sandiego.gov/development-services

EXAMPLES

CATEGORY	NO.	DESCRIPTION	POINTS	CUMULATIVE POINTS
EDUCATION	1	GRADUATION FROM HIGH SCHOOL	3.0	3.0
EDUCATION	5	GRADUATION FROM COMMUNITY COLLEGE	1.5	4.5
EXPERIENCE	5	LABORATORY TECHNICIAN 2.8 YEARS	3.5	8.0
EDUCATION	1	HIGH SCHOOL EQUIVALENCY CERTIFICATE	3.0	3.0
EXPERIENCE	6	BUILDING INSPECTOR 4 YEARS	5.0	8.0
EDUCATION	1	GRADUATION FROM HIGH SCHOOL	3.0	3.0
EDUCATION	2	GRADUATION FROM COLLEGE	2.0	5.0
EXPERIENCE	1	LICENSED ARCHITECT	3.0	8.0
EDUCATION	1	GRADUATION FROM HIGH SCHOOL	3.0	3.0
EDUCATION	4	COMPLETION OF APPRENTICESHIP	2.0	5.0
EXPERIENCE	4	WORK AS APPRENTICE 4 YEARS	3.0	8.0
EDUCATION	1	GRADUATION FROM HIGH SCHOOL	3.0	3.0
EDUCATION	2	GRADUATION FROM COLLEGE	2.0	5.0
EXPERIENCE	7	SPECIAL INSPECTOR 1.5 YEARS	3.0	8.0
EDUCATION	1	GRADUATION FROM HIGH SCHOOL	3.0	3.0
EXPERIENCE	5	LABORATORY TECHNICIAN 2 YEARS	2.5	5.5
EXPERIENCE	8	SPECIAL INSPECTOR 1.25 YEARS	2.5	8.0
PILE DRIVING INSPECTOR EXAMPLE				
EDUCATION	1	GRADUATION FROM HIGH SCHOOL	3.0	3.0
EDUCATION	3	GRADUATION FROM COLLEGE	2.0	5.0
EXPERIENCE	9	LETTER OF RECOMMENDATION	3.0	8.0

SPECIAL INSPECTOR CERTIFICATION *(continued)*

REFERENCES:

- | | |
|---|--|
| Glossary of Foundation Terms: | Deep Foundations Institute |
| A Pile Driving Inspectors Guide to Hammers: | P.O. Box 281 |
| Inspector's Manual for Pile Foundations: | Sparta, NJ 07871 |
| Practical Guidelines for the selection,
Design, and Installation of Piles: | American Society of Civil Engineers
345 E. 47th Street
New York, NY 10017-2398 |
- Post-Tensioning Manual, 5th Edition, Post-Tensioning Institute
- | | |
|--|---|
| Field Inspection Handbook: | McGraw-Hill Book Co. (Brock and Sutcliffe) |
| Introductory Soils Mechanics
& Foundations: | MacMillan Publishing Co.
(Sowers & Sowers) |
- Technical Guidelines for Geotechnical Reports. City of San Diego (Part VI).
- Supplemental Deep Foundation Inspector's Report for Driven Piles. City of San Diego.
- Supplemental Deep Foundation Inspector's Report for Drilled Piers, Caissons, Anchors, etc. City of San Diego.
- Certified Inspectors Weekly Report, City of San Diego.
- Building Newsletter 1-1. Revisions to Approved Plans.
Building Newsletter 17-1. Special Inspection Requirements on Plans.
Building Newsletter 17-7. Approval of Products & Agencies.
- Special Inspection & Testing Instruction. City of San Diego.
- Inspection and Test reports. City of San Diego.
- Article 6, Excavations, Trenches, Earthwork. Construction Safety Orders, Title 8, California Code of Regulations.
- California Building Code (prevailing edition)
- City of San Diego Building Code Amendments (prevailing edition)